SIS 2000+ Training Manual

Manage Student Enrollment

Using the Student Editor

Purpose

SIS 2000+ enables users to search a district database of students to find a student's enrollment record for transfer; enter a new student if they were not found in a district-wide search; change a student's status and withdraw students.

All demographic data is maintained and updated through the Student Editor.

Training Objectives

Enroll new students
Transfer students
Change Tracks within a School
Withdraw Students

Accessing the Student Editor

To access the student Editor, click first on the Enrollment button (or Alt+E on the keyboard), then click on the Student Editor button (Alt+S).

Tasks

Enrolling a New Student

Determine whether a student record exists in the district database prior to adding a student.

To search the local school database, click on **Find** or **List**. To search the district database, as opposed to the local school database, click on **Enter**, then **Find**.

Finding a Student in the District Database

Initiate a District-wide Search:

    ?? Click on the **Enter** button.
    ?? Type (all or part of) the student's ID number, Last Name or First Name.
    ?? If several records appear make your selection and click **Find**.

If the student attended another school in the district, a record will be found. The student can then be transferred to the local school. Refer to *Transferring a Student*

If no match was found, the student must be new to the district, and a new record must be created for the student.

Adding a Student

From the District Search Screen, click the **New** button. The Student Entry Data screen will appear.

The Student Data Entry Screen

Enter the student information:
Student ID is automatically assigned.

> **Last name**
> **First name**
> **Middle**
> **Gender**
> **Ethnicity**
> **Track**
> **Status**
> **Entry Date** defaults to today's date.
> **Entry Code**
> **Grade**
> **English Proficiency**
> **Service**
> **Teacher/Advisor** may be entered. In an elementary school this is where the students teacher is assigned. In middle or high schools a counselor may be assigned as an advisor.
>
> Press **Continue**.

Required Information

In order to save the student's record, the **Birth Date**, **Home Address**, and **SSN** must be completed:

You may enter the student's Birth Date and SSN on the **General Tab**. The Address information may be completed through the **Household** button on the General Tab or may be entered directly on the **Address Tab**. Once you complete the required data save the record.

> *Options*: After saving the student's record, you may either continue to add other students, entering minimal demographic information and saving each in turn or, you may continue to add demographic data to complete the current student's record in edit mode.
> *Note*: When editing and adding data, it is recommended that you **Save** after the completion of each tab.
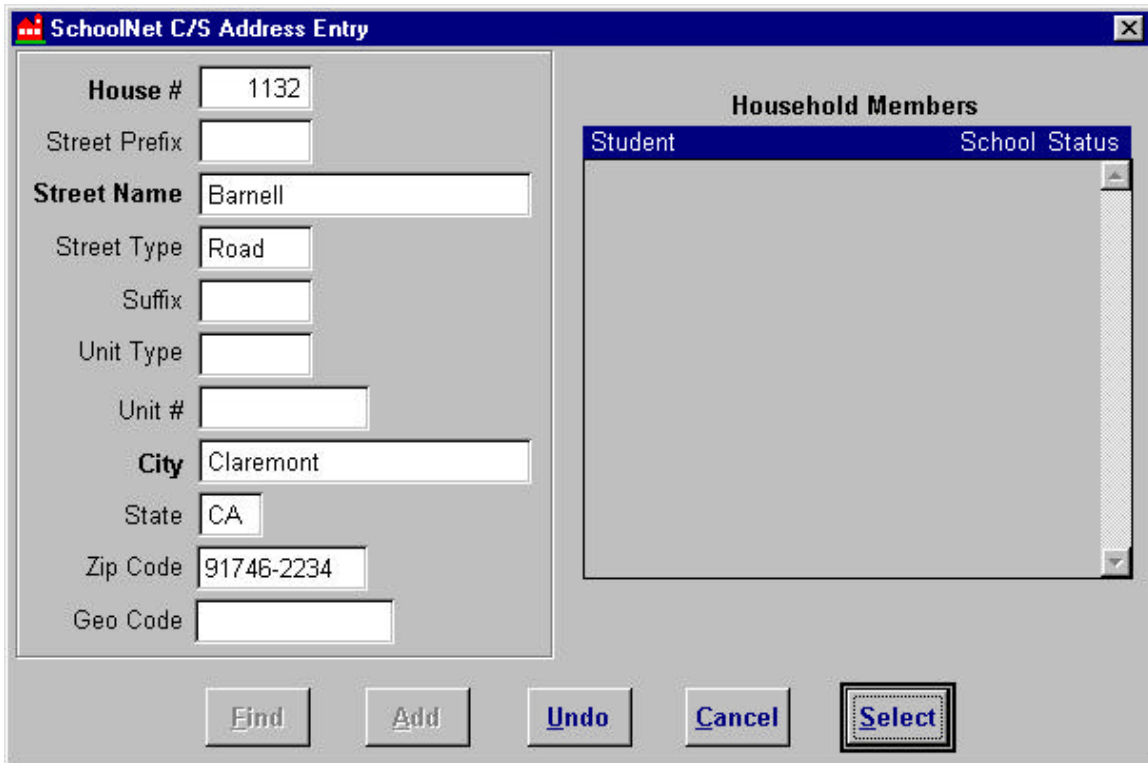
The 'General' Screen

The 'General' Screen

This is the only place in Student Editor where **Name**, **Ethnicity**, and **Gender** may be edited.

Alerts - a read-only field displaying alerts created in other SIS 2000+ modules such as health issues, late fees etc.

Legal Bindings - a memo field for entering legal notes for this student.

The 'Address Entry' Screen

To enter an address, click on **Household Address.** The following screen will appear. Click **Add** to make an entry. Select will allow you to complete the Addresses Screen, where the new information will have been filled in.

The "Address Entry" Screen

Entering home address through the above procedure will eliminate multiple data entry per family. One can simply click on the Household Address button to select the information.

The 'Addresses' Screen

NAME - Last Keefer   **First** Melody   Middle Lynn   Sfx

Student ID 18111   **Gender** Female   Ethnicity Hispanic

The "Addresses" Screen

Home and Mailing Addresses
When the students mailing address differs from the home address add the mailing address. The mailing address will be the default address for the mailing labels. When no mailing address is present the home address is used.

Enter the Student's District of Residence, School of Residence, and School of Choice.

The 'Misc.' Screen

The "Misc." Screen

Restricted Information-
Select the type(s) of data, which may be released about this student for which parents or guardians have granted release permission.

Home Language-
Indicate the language in which letters and other documents sent home need to be communicated.

Primary Language-
Language of the student

Career Choice-
Select a career plan

Graduation Requirements-
Enter the Graduation requirements the student will follow.

Registration Date-
A read-only field indicating first date student entered the district

Graduation Year-
A read-only field indicating the projected year of graduation from high school based on the grade level assigned at the time of enrollment. This will automatically be calculated when you Save.

Retain Student-
Edit at year-end if your school opts not to promote student.

Not Ranked-
Use to exclude student from all calculations of Student Ranks.

The 'Other' Screen

The "Other" Screen

If your school provides any students with access to the SIS 2000+program, they must use a password. Create or change student passwords on this tab.

The 'Contacts' Screen

The "Contacts" Screen

To create contacts for the student:

    ☎☎ Click the **Edit** button, then the **Blue** colored **Add** button.

    ☎☎ If entering a brand new contact click the **New** button. If the contacts' record already exists click the Find button.

    ☎☎ Enter the contacts' General data then move to the Address tab and enter the address information. Once completed, move to the phone tab and click the **Blue** colored **New** button. Enter the contact's phone number.

    ☎☎ **Save** the record.

Enter any other phone numbers by clicking Edit, then New and Saving after entering the data. The order of the phone numbers may be changed in edit mode by clicking on the number, placing the cursor on the small box with the up/down arrow to the left and dragging the cursor to the new position and letting go.

<u>Tie the Contact to the Student</u>:

 ✍✍ To connect the new contact with the student click the **Select** button.
 ✍✍ Select the contacts' **Type** and **Relationship** from the drop down lists.
 ✍✍ Click **OK**. Continue to add remaining contacts in this same manner.

<u>To Add an existing contact to the student's record</u>*:*

 ✍✍ Click **Edit, Add,** then **Find**.
 ✍✍ Select the contact from the list
 ✍✍ Select **Type** and **Relationship**, then click **OK**.

<u>Remove Contacts</u>*:*

 ✍✍ Use the **Blue** colored **Remove** button to remove the contact from the student's record.
   Note: this will not delete the contact from the list of possible contacts.

The 'Boundary' Screen

The 'Boundary' Screen

Boundary data is used to track agreements for students who attend schools or districts other than their School of Residence. Inter-district transfer students can be accounted for by use of the Boundary screen. To add a boundary record, click the **Blue Add** button. Complete the following information:

Approval Date-
Effective Date-
Agreement Number-Required
Transfer Type-
Reason-
Boundary Notes-

The 'Enrollment' Screen

Claremont High School - Student Editor

File Help Date: 04/27/1998

| NAME - Last | Keefer | First | Melody | Middle | Lynn | Sfx | |

| Student ID | 18111 | Gender | Female | Ethnicity | Hispanic | |

General | Addresses | Misc. | Other | Contacts | Boundary | **Enrollment** | Picture

School of Record	Track	Entry Date	Entry Code	Entry Grade	Exit Date	Exit Code	Exit Grade	To School	Filing Date	Status
1234	Trad 95/96	09/12/96	1	9	04/26/98	B	10	301	04/27/19	Q
301	T 301 1997/	04/27/98	3	10						

Add   Edit   Delete

|◄ ◄ Find List Enter Status **Edit** Save Quit ► ►|

The 'Enrollment' Screen

The student's enrollment history may be displayed on the boundary screen. Student withdraw, transfer, and enrollment information will also appear here.

Records of a student's history prior to the time of entry into the district may be added to the Enrollment screen. These are the only records, which may be added here.

Click Edit to enable the **Blue Add** button. The following screen will appear:

Claremont High School - Student Editor

Track	T 301 1997/1998

Entry		Exit	
At School	Claremont High School	To School	Heritage High
Date	09/12/1998	Date	09/08/1998
Code	First time in CUSD	Code	To an out-of-state school (mov
Status	Active	Status	Active
Grade	Third	Grade	Third

Last Change	08/28/1998	Filing	Date	09/08/1998
By	AdmSy		Code	Requested

Cancel   Save

Create an Enrollment History record.

Enter a record:

Select the proper **Track**.

Entry refers to the school where the student is going to be Active.

At School-
Date-
Code-
Status-
Grade-

Exit information will tell you where the student last attended school:

To School-
Date-
Code-
Status-
Grade-

Date- of transaction
Code- reason

Once completed, **Save** the data.

The 'Picture' Screen

The "Picture" Screen

Digital photographs of a student may be imported and archived by school year.

Transferring a Student

Note: A student must be withdrawn from previous school to complete a successful transfer.

Determine whether a student record exists in the district database prior to transferring a student.

To search the district database, as opposed to the local school database, use the **Find** dialog through **Enter** button.

Transferring a Student within the District Database

Initiate a District-wide Search:

> ✍✍ Click the **Enter** button
> ✍✍ Type in (all or part of) the student's ID number, Last Name or First Name
> ✍✍ Click **Find** button

If the student is already enrolled in the school an error message will appear. If the student's record is retrieved, click on the **Enroll** button. The **Student Entry Data Screen** will appear.

The **Track** and **Entry Code** are required fields. Other data may need to be entered or changed:

Status-
Entry Date-
Grade-
English Proficiency-
Service-
Teacher/Advisor-

After the student data has been entered, click on **Continue.** All demographic data for the student will be transferred.

Local and Remote Transfers

Transferring a student within a single district database from one school to another will move all demographic data related to that student after the Save button is clicked. An enrollment record is created after the record is saved.

When a student is transferred from one district database to another database, the data, which moves with the student, is dependent upon the tables set for replication during the setup and configuration of the database tables themselves. This is under the control of the System Administrator for the district. In this case, as in local transfers, the data is moved and the enrollment record created after the Save button is clicked.

Changing Status

Changing Status and Withdrawals

Editing current status

To edit the current status record, click **Edit** button. From the General tab, highlight the desired status record and then double click. Make any necessary modifications and **Save**.

Changing the student's status

To change a student's status, click the **Edit** button and then click the **Status** button. From the Status/Program window, click the **Chg Status** button. Make any required changes to **Track**, **Status** fields etc.

Changing Tracks within a School

Use the **Chg Status** button to move a student from one track to another track within a school.

When you move a student from one track to another, the current status record will need an exit code, and the exit date will default to the current date. It will also need a new track and entry code. The entry date will default to tomorrow's date since a student is not normally active in multiple tracks on the same day.

Withdrawing a Student

Students Who Have Been at School

> NOTE: To properly withdraw a student who has attended school you MUST follow the steps below. Simply changing the student's status to 'Inactive' will not Withdraw them. Using the proper Withdrawal procedure triggers other records to be closed (such as student schedules). Only changing the status, does not trigger these events.

From the **General Tab**, click the **Status** button.
Click on **Withdraw**.

The **Exit date** defaults to today's date. If needed, change this date to reflect actual date of withdrawal. Enter the **Exit code**. Enter the **To School** field if appropriate.
Click **Save**.

When you return to the Student Editor, you will see on the General Tab that the status record still reads 'Active'. That DOES NOT mean that the student is still active in the school. That means that the student was active on the days between to entry date and the exit date. You will know that a student is withdrawn by the fact that there is an Exit Date and an Exit Code in their status record.

'No-Show' Students

'No-Show' students must also be withdrawn so that they are not included in any funding or attendance reports. However, they must generally be withdrawn on a date before school starts.

Entry Date Currently Matches the First Day of School

If your students' status records have an entry date that matches the first day of school, as defined in your track calendar, you will not be allowed to withdraw them on the day before school starts. You will receive a message stating that the exit date can not be less than the entry date.

To withdraw no-show students in this situation, you must first change the entry date in their status records to be the day before school. Then you can withdraw them on the day before school and you will not receive a warning message, because the exit date will now be equal to or greater then the entry date.

- ?? Click Edit.
- ?? Double click on the status record on the General Tab
- ?? Change the Entry Date to the day before school starts.
- ?? Save the change.

- ?? Now, perform the normal withdrawal procedure as described above. Use the day before school (the same date as the new entry date you used in the status record) as the exit date.

Entry Date is Already Before First Day of School

If your students' status records have an entry date that is already before the first day of school, follow the normal withdrawal procedure as described above. Just be sure that the exit date you use is any date before the first day of school, so that the student will not erroneously be included on any funding or attendance reports.

Re-Enrolling a Withdrawn Student

To re-enroll a student click the **Enter** button at the bottom of the Student Editor screen. Enter the student's name in the Find form that comes up and click **Find**. Verify that the selected student is the one you want to re-enroll.

You will have to make sure that the student is not currently enrolled at another school. You can do this by looking at the data on this Find form and seeing if the student is 'Active' at another school. If the form says that the student is 'Inactive', you can re-enroll him or her now. If it says they have a status of 'Active' somewhere else you will not be able to enroll them until the other school withdraws them.

If you're ready to re-enroll, click the **Enroll** button. You will have to select the track, a **valid** entry date, entry code, and grade, and click **Continue**. Complete the remaining information and **Save** all changes.

Multiple Enrollment

A student may be enrolled in more than one school site simultaneously. This is called multiple enrollment. One school site is designated as the primary site and the other school site is designated as the part-time site. As a result, the student will have more than one open status record.

There are two ways to multiply enroll a student:

> ?? Multiple Enrollment – New Student
> ?? Multiple Enrollment – Changing the Status for an Active Student

It is important to note that multiple enrollment must be carried out from a student's primary site.

Multiple Enrollment - New Student

Determine which school site will be the primary site for the new student. Log into the primary school and click the **Enrollment** button. To access the Student Editor, click the **Student Editor** button.

Click **Enter** for a new student entry, then click **New**. Enter the student's information in the top portion of the screen. Click the Household Address button to enter the address, then click **Select**. If the Household Address button is not enabled, simply type the information in the provided fields. Use the drop-down box to select the student's correct Track and Grade.

To multiply enroll the student, choose '**Primary site of multiple sites**' in the **Status** field drop-down box. Select the proper **Entry Code** and click **Continue**. Continue with the enrollment procedure until the student's information is complete.

Part-time Enrollment at Another Location

A student with a status of "**primary site of multiple sites" is eligible to enroll part-time** at another school site within the district. To execute this procedure, you must be logged onto the student's primary site.

To initiate the enrollment procedure, click **Enter** on the Student Enrollment screen. A screen will appear. Click the **Enroll** button. A dialog box will appear with the prompt "Do you wish to add a part-time enrollment at another location?" Answer "Yes" to continue.

Enter the data for part-time enrollment. The Status field must say "Part-time". Once completed, click **Save**.

You can now view the student's part-time status in the 'General' information screen. There are now two "open" status records, one for the Primary site and one for the Part-time site.

Multiple Enrollment – Changing Status for an Active Student

Before the SIS 2000+ program will allow multiple enrollment, the enrollment status of the selected student must be changed in order to designate the home school site as "Primary site of multiple sites." This can be done using the Change Status procedure. If the enrollment status is not changed, a message box will appear when you try to log into the student's part-time school to enroll them. A message box will also appear if you try to add a part-time enrollment at any school other than the primary site.

Change the student's status

- ?? Select the student's record and click on the **Status** button.
- ?? To close the student's status record, select the proper **Track**. Use the **Status** field drop-down box to select "Primary site of multiple sites." Doing so will specify multiple enrollment. Fill in the remaining fields with the correct information and click **Save**.
- ?? You will now be able to view the new record in the 'General' information screen.
- ?? The student is now ready to be enrolled part-time at another location. Follow the steps outlined in *Part-time enrollment at another location*.